

Acquisition & Cross Servicing Agreements (ACSAs)



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The overall classification of
this briefing is
UNCLASSIFIED



AGEND A

- **Examples of ACSA in Action**
- **ACSA Process**
- **How does an ACSA Work**
 - **ACSA Order Relay**
- **Financial Flow**
 - **Reimbursables**
 - **Buys**
- **Lessons Learned / Successes**
- **Training & Staff Assistance Visits**
- **Questions... Where to Go**



POTENTIAL EXAMPLES OF ACSA IN

ACTION

USA Receives Fuel
From Host Nation for Aircraft
Per Agreed To/Signed
ACSA Order

**Cash
Transaction**

Host Nation Submits "Bill"
From Invoice of Delivered Fuel
Which Is Paid For By
USA Within 30 Days

Host Nation Receives
Ammunition From USA
Per Agreed To/Signed
ACSA Order

**Replacement-In-Kind
Transaction**

Host Nation Returns Like Type
and Like Amount of Ammunition
To USA Within One Year
of Original Transaction

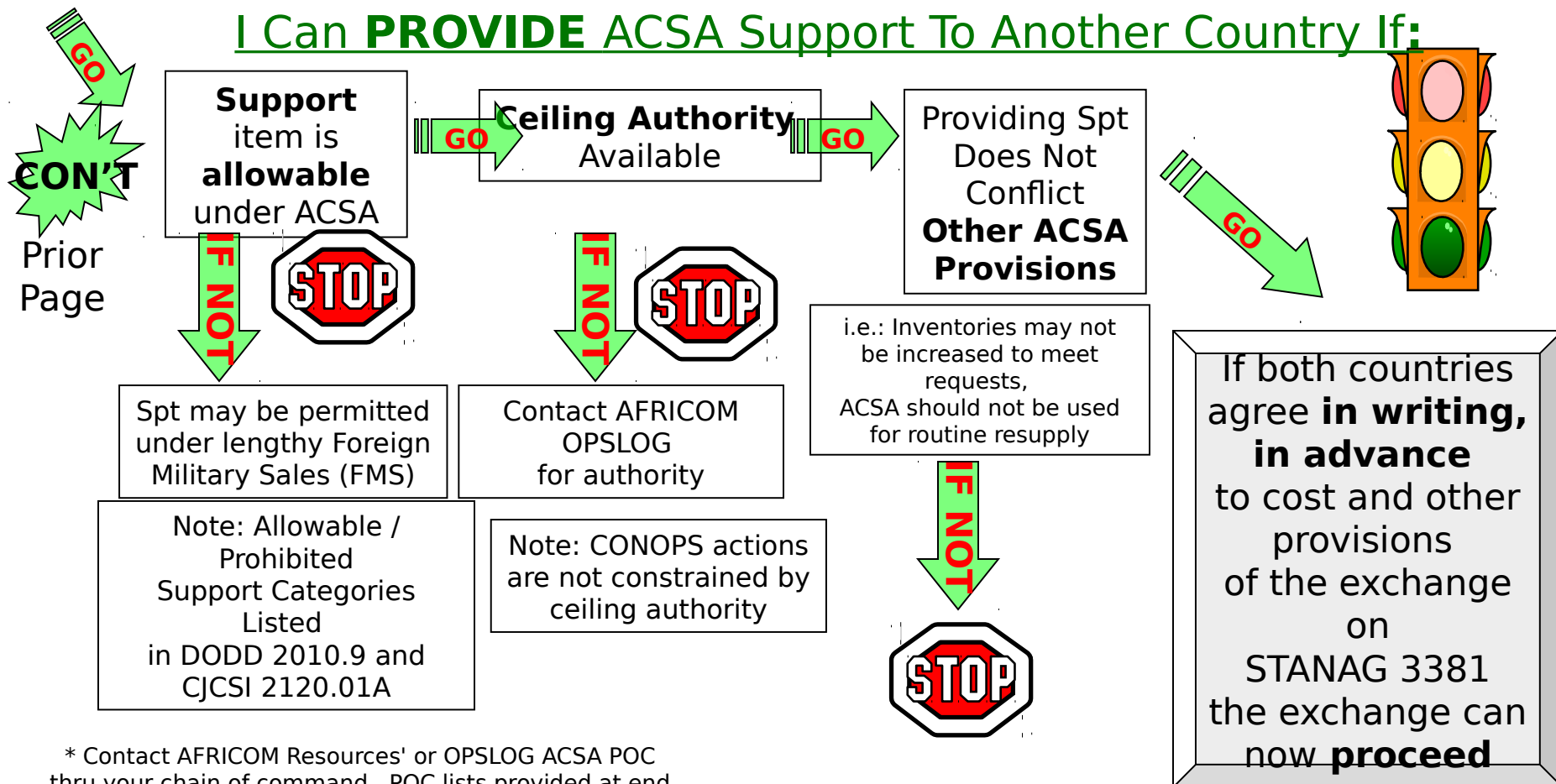
Host Nation Provides Billeting,
Transportation, and Commo
Services To USA During
Combined Exercise Per
Agreed To/Signed ACSA Order

**Equal Value Exchange
Transaction**

USA Provides Host Nation
Aircraft Parts As Previously
Negotiated On Signed ACSA
Order, Equal In Value To
Previous Supplies and Services
Provided Within One Year

Can I PROVIDE Spt Thru ACSA? (cont)

I Can **PROVIDE** ACSA Support To Another Country If:



* Contact AFRICOM Resources' or OPSLOG ACSA POC thru your chain of command. POC lists provided at end of briefing.

Can I ACQUIRE Spt Thru ACSA?

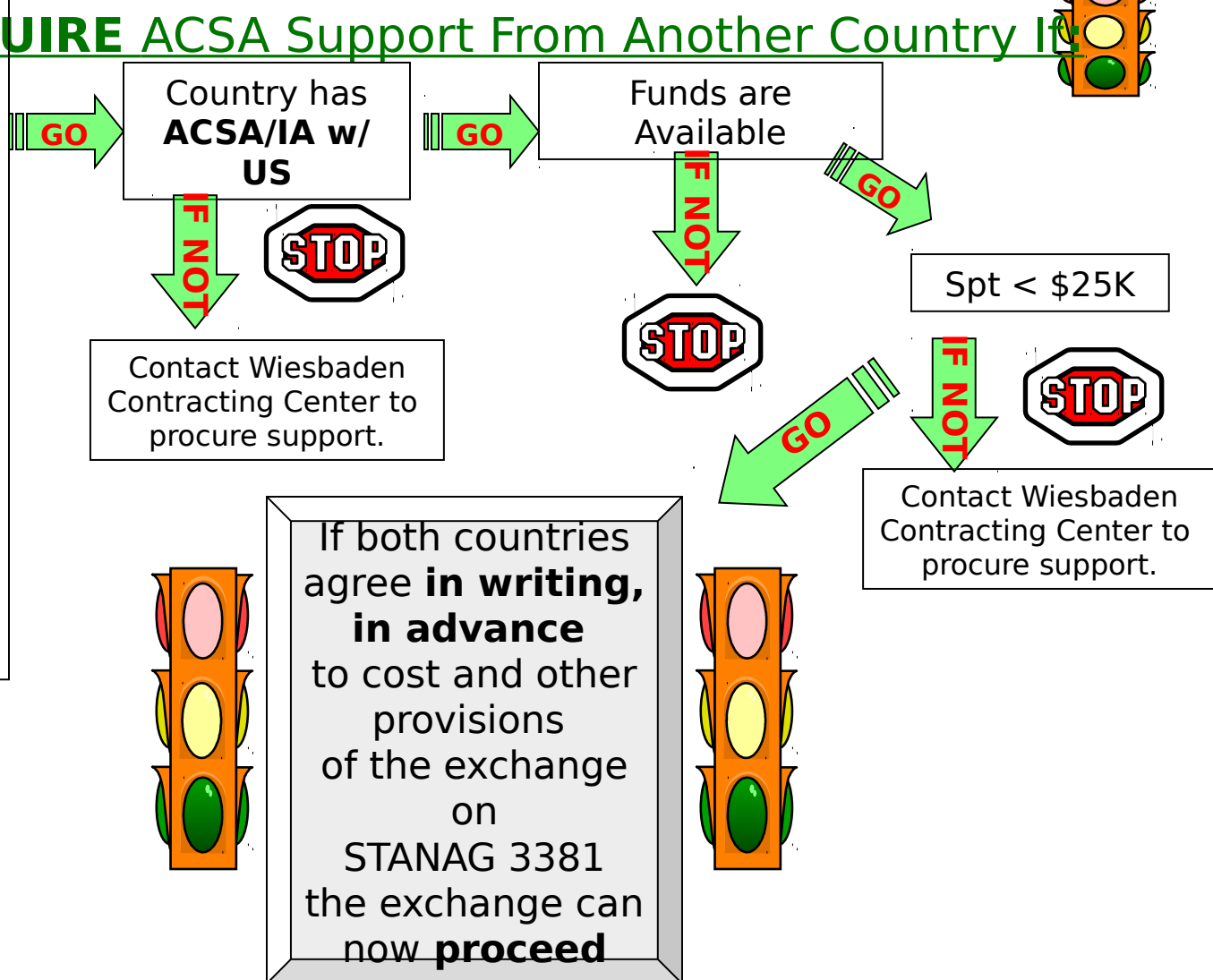


As with providing support,
to acquire ACSA support:

- Acquisition must be supported by US CDR
- I must be **ACSA trained** w/ **delegation** memo
- **Support** category must be **allowable** under ACSA
- **Ceiling** Authority must be available
- Support cannot conflict with ACSA



See Instructions in Previous Slides





HOW DOES AN ACSA WORK???

A screenshot of a web-based form for an Agreement for Cross-Sector Assistance (ACSA). The form is divided into several sections with yellow highlights, including "ACSA Information", "ACSA Details", "ACSA Terms and Conditions", and "ACSA Signatures". It contains various fields for text entry, checkboxes, and a table with multiple rows and columns for data entry.

- Either nation places a written order:
 - Individual orders under ACSA must be mutually agreed and consistent with both countries' national priorities
 - Becomes a binding document upon acceptance
- The reciprocating nation sources the LSSS
- Transactions are reimbursable by currency, replacement-in-kind, or equal value exchange
- Reciprocal pricing used for acquisitions or transfers (i.e., charge each other what we charge ourselves)
- Both nations reconcile the order



Order_View

http://localhost/AGATRSv2/Webmodules/Order/Order_View.aspx?ViewType=Blank

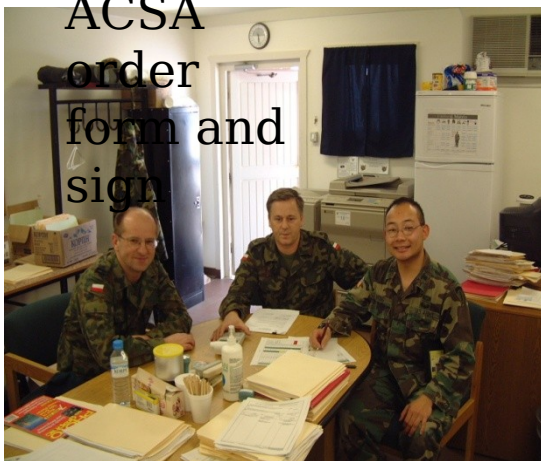
3/2/2006

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How Does An ACSA Order Work?

Request Order

- Identify Logistics Requirement
- Initiate ACSA order form and sign



Acceptance Receiving Report

- Verify Logistics was transferred
- Update ACSA order form and sign

STANDARDIZATION AGREEMENT (SA) - WHICH IS A SALES STANDARD FORM FOR REQUEST, RECEIPT, AND RETURN OF INVOICE
FORMULAR STANDARD FOR REQUEST, RECEIPT, AND RETURN OF INVOICE
(CONFORM TO THE 10, STANDARDS)

A. REQUESTOR INFORMATION
1. REQUESTOR NO. 2. NAME 3. ADDRESS 4. PHONE 5. FAX 6. E-MAIL 7. WEBSITE
8. SUPPORT ADDRESS 9. COUNTRY 10. TIME AND PLACE OF REQUEST RECEIPT
11. REQUESTOR NAME 12. NAME, RANK, SIGNATURE 13. DATE

B. INVOICING AUTHORITY
14. INVOICE NO. 15. DATE 16. TRANSACTION CODE
17. TRANSPORTATION DOCUMENT NO. 18. ACCOUNT NO. (U.S. USE ONLY)

C. METHOD OF COMPENSATION
19. METHOD OF COMPENSATION 20. TOTAL AMOUNT CLAIMED 21. CURRENCY 22. CHECKED
23. AUTHORIZATION BY OFFICIAL SUPERVISOR (SIGNATURE, NAME, ADDRESS)
24. RECEIPT - ACCEPTED (NAME, SIGNATURE) 25. DATE OF RECEIPT 26. DATE OF RETURN

D. ACKNOWLEDGEMENT OF RECEIPT
27. CERTIFY THAT THE AMOUNT PROVIDED IS EXCLUSIVE OF ALL TAXES FOR WHICH EXEMPTION HAS BEEN GRANTED UNDER PROVISIONS OF EXISTING AGREEMENTS AND THE THE INVOICE IS CORRECT.
28. NAME, RANK, SIGNATURE 29. DATE

NO.	DATE STOCK NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL	ATTACHMENTS
1						
2						
3						
4						

Invoice

- Specify billing and payment information
- Exchange payment: Cash, RIK, EVE
- Reconcile ACSA order form and close out order



-Transaction is reviewed by RM,
-Input in FIN system and
-Forwarded to DFAS

-Transaction is initiated
& concluded
By Logistician/Unit

ACSA ORDER RELAY

-DFAS confirms review,
Generates bill to/- makes payment to
country

-Country receives payment;
Transaction is closed
Country receives bill, collection is received
Transaction is closed





Behind the scenes of the race...

Logistician/Unit:

Receives/initiates requests for support from/to countries
Negotiates terms of support/provides prices
Prepares documentation (electronic/hardcopy)
Obtains signatures on ACSA orders
Maintains records for all transactions
Develops/maintains rapport with nations to facilitate
eventual closure of all transactions (buying/selling)



Behind the scenes of the race...

Resources:

- **Reviews transactions for completeness**
- **Inputs transactions into financial system**
- **Forwards all transactions to DFAS for processing**
- **Maintains financial spreadsheets on status/amount of all transactions**
- **Develops/maintains contract info on all countries**
- **Maintains AGATRS**
(ensure 'Cradle to Grave' status of all transactions)



Behind the scenes of the race...

DFAS:

Reviews transactions for completeness

Verifies contracts are in place/adequately resourced

Generates 1080 bills to countries for deferred billing

Makes payments to countries

Collects reimbursements from countries

Sends collection reminders on due bills as necessary

Credits appropriation that incurred cost

Maintains all reimbursable records for 10 years (law)



Behind the scenes of the race...

COUNTRY:

- **Receives bills from U.S.**
- **Makes payments to U.S.**
- **Receives payment from U.S. for
invoiced support**



Financial Flow Chart for ACSA Orders

- **Reimbursable Billings (Country owes US)**
- **Cash Collection Vouchers (CCVs)**
- **Equal Value Exchange (EVEs)**
- **Replacement In Kind (RIKs)**
- **Direct Billings (US owes Country)**



Reimbursable Billings

- Logistician provides requesting country completed ACSA Order for final approval and signatures (i.e. meals)
- Requesting country decides method of payment
- Logistician forwards completed ACSA Order to Resource Manager (RM)
- RM processes reimbursable earning
 - Post Customer Number
 - Post Accounting Processing Code (APC)
 - Certifies
- RM enters reimbursable earning into financial system via Resource Management Tool (RMT)
- RM forwards a copy of ACSA Order to DFAS
- RM post ACSA Order to excel spreadsheet
- RM updates AGATRS
- If requesting country decides to pay via CCV, Logistician will follow CCV procedures; **LOGISTICIAN WILL NOTIFY RM IMMEDIATELY AND FORWARD COPIES OF CCV AND STANAG(s) TO RM. RM will provide a copy to DFAS.**

A screenshot of the Resource Management Tool (RMT) interface, showing a complex form with various fields and tabs. The form is divided into several sections, including "ACSA ORDER", "POSTING INFORMATION", and "ACSA ORDER DETAILS". The "ACSA ORDER" section contains fields for "ACSA ORDER NUMBER", "ACSA ORDER DATE", "ACSA ORDER TYPE", and "ACSA ORDER STATUS". The "POSTING INFORMATION" section contains fields for "POSTING DATE", "POSTING TIME", "POSTING USER", and "POSTING SYSTEM". The "ACSA ORDER DETAILS" section contains a table with columns for "ACSA ORDER NUMBER", "ACSA ORDER DATE", "ACSA ORDER TYPE", "ACSA ORDER STATUS", "ACSA ORDER AMOUNT", "ACSA ORDER CURRENCY", "ACSA ORDER DESCRIPTION", and "ACSA ORDER COMMENTS". The table contains several rows of data, with some cells highlighted in yellow.



Cash Collection Voucher Process

- Requesting Country Representative has chosen to make cash payment
- Logistician prepares CCV (DD1131) **RM's will provide line of accounting along with Customer Numbers and APCs prior to FY beginning.**
 - Logistician will obtain daily exchange rate from Finance Bn
 - According to Type of Support (i.e. Meals, Laundry, Billeting, Fuel, etc.)
 - Types appropriate line of accounting
- Logistician POC escorts the TCN to the Finance Batt
- **(NOTE: LOGISTICIAN POC MUST NEVER HANDLE**
- Finance representative assigns DOV number, collect money, signs the DD 1131 and makes distribution:
 - 1 TCN Representative
 - 1 MNSC Representative
 - 1 Finance Box
 - 4 Finance Records
- Logistician WILL provide copy of CCV and associated ACSA Order(s) to RM. RM will provide copy to DFAS
- Logistician will ensure local logs are updated and re monthly.

CASH COLLECTION VOUCHER				DISBURSING OFFICE COLLECTION VOUCHER NUMBER 780012	
				RECEIVING OFFICE COLLECTION VOUCHER NUMBER	
RECEIVING OFFICE	ACTIVITY (Name and location) 628th FINANCE Detachment (Camp Bondsteel, Kosovo)			DATE 01/01/04	
	RECEIVED AND FORWARDED BY (Printed name, title and signature)				
DISBURSING OFFICE	ACTIVITY (Name and location) 628th FINANCE Detachment (Camp Bondsteel, Kosovo)			DATE 01/01/04	
	DISBURSING OFFICER (Printed name, title and signature) Smith, Jones CPT, Disbursing Officer				
PERIOD: From To					
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
01/01/04	Germany - Customer # 77K99* Paymaster - Germany NSE	CB-5678 OTHER SUPPORT	10.00	21 * 2020 089-3420 135197 089C0-24028 H7JADM 77K99* 891533	
			TOTAL	10.00	

* Represents the last digit of FY, must be the same for both customer number and accounting classifications.

An accounting classification represents FY, must be the same year as Customer Number. (i.e. 21 3 2020 0000)

DD FORM 1131, APR 57 (EF) PREVIOUS EDITION MAY BE USED Form approved by Comptroller, Department of Defense, 10 January 1994



Equal Value Exchange (EVE)

- Requesting Country and Logistician must agree to method of payment
- Requesting Country and Logistician review ACSA Order for accuracy and completeness
- Requesting Country and Logistician must maintain a local log for accountability
 - In most cases the EVE transactions are completed simultaneously
 - If not a log will be maintained by both parties until action is complete, or
 - After 12 months turns into a reimbursable action (EFT or Cash)
 - AGATRS will notify initiating office 60 days out that ACSA transaction about to become a cash payment due.
- RM enters reimbursable earning into financial system via Resource Management Tool (RMT)
- EVE are much harder to track and more labor intensive than EFT or Cash transactions; therefore, EFT and Cash procedures are the preferred method for reimbursement of logistical support, and EVE transactions should only be used as a last resort.

NOTE: IAW accounting procedures it is important to ensure the services being provided can be tracked through like appropriation classifications, i.e. Class I for Class I, Class for Class II, etc.

The screenshot displays the Standardization Agreement (SAG) form, which is used for requesting, receiving, and returning goods. The form includes several sections for data entry:

- 1. REQUESTOR INFORMATION:** Includes fields for requestor name, address, and contact information.
- 2. REQUESTOR'S REQUEST:** Includes fields for request number, date, and description of the request.
- 3. REQUESTOR'S RECEIPT:** Includes fields for receipt number, date, and description of the receipt.
- 4. REQUESTOR'S RETURN:** Includes fields for return number, date, and description of the return.
- 5. REQUESTOR'S RECEIPT:** Includes fields for receipt number, date, and description of the receipt.
- 6. REQUESTOR'S RETURN:** Includes fields for return number, date, and description of the return.
- 7. REQUESTOR'S RECEIPT:** Includes fields for receipt number, date, and description of the receipt.
- 8. REQUESTOR'S RETURN:** Includes fields for return number, date, and description of the return.
- 9. REQUESTOR'S RECEIPT:** Includes fields for receipt number, date, and description of the receipt.
- 10. REQUESTOR'S RETURN:** Includes fields for return number, date, and description of the return.

The form also includes a table for item details, with columns for item number, description, quantity, unit, and value. The table is currently empty.



Replacement In Kind (RIK)

- Requesting Country and Logistician must decide method of payment
- Requesting Country and Logistician review ACSA Order for accuracy and completeness
- Requesting Country and Logistician must maintain a local log for accountability
 - In most cases the RIK transactions are completed simultaneously
 - If not a log will be maintained by both parties until action is complete, or
 - After 12 months turns into a reimbursable action (EFT or Cash)
 - AGATRS will notify initiating office 60 days out that ACSA transaction about to become a cash payment due.
- RM enters reimbursable earning into financial system via Resource Management Tool (RMT)
- RIK are much harder to track and more labor intensive than EFT or Cash transactions; therefore, EFT and Cash procedures are the preferred method for reimbursement of logistical support, and EVE transactions should only be used as a last resort.

NOTE: IAW accounting procedures it is important to ensure the services being provided can be tracked through like appropriation classifications, i.e. Class I for Class I, Class II for Class II, etc...

The screenshot shows a complex form with multiple sections. Key sections include:

- REQUESTING OFFICE:** Fields for name, address, and contact information.
- ITEMS REQUESTED:** A table with columns for item name, quantity, unit, and remarks.
- ACCOUNTING INFORMATION:** Fields for appropriation code, fund, and other financial details.
- TRANSPORTATION:** Fields for mode of transport, origin, and destination.
- REMARKS:** A large text area for additional information.



Direct Billings (US owes Country)

- RM prepares Purchase Request and Commitments (PR&C) (DA 3953) for each contract
- RM forwards certified PR&C to Wiesbaden Contracting Command
- MNSC reviews ACSA Order for accuracy and completeness
- MNSC forwards ACSA Order to RM. RMs will:
 - Be responsible for not exceeding obligated amount. If necessary RM will coordinate or request MOD to PO/Contract.
 - Prepares Payment Memo
 - Post Contract Number on ACSA Order and **"USE ACSA Order # as INVOICE #"**
 - Certifies ACSA Order
 - RM post ACSA Order to excel spreadsheet
- RM forwards a copy of Payment Memo with ACSA Order and PO/Contract to either MNSC or DFAS
- If Payment Memo sent to MNSC, MNSC will hand-carry to Finance BN
- Finance BN prepares SF 1034 and disburses funds
- Finance representative assigns DOV number makes distribution:
 - 1 Country (MOD) Representative
 - 1 Logistician (Provides a copy to RM)
 - 1 Finance Box
 - 4 Finance Records
- RM updates ACSA Central or AGATRS

PURCHASE REQUEST AND COMMITMENT For use of this form, see AR 37-1; the proponent agency is GASA/PM		1. PURCHASE INSTRUMENT NO.	2. REQUESTION NO.	3. DATE	PAGE	OF
4. TO:	5. THRU:	6. FROM:				
It is requested that the supplies and services enumerated below or on attached list be:						
7. PURCHASED FOR:		8. DELIVERED TO:			9. NOT LATER THAN (Date)	
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock; therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)						
12. LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY:		13. REQUESTIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY:			10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION 11. TELEPHONE NUMBER (Area)	
EMERGENCY SITUATION PRECLUDES USE OF REQUESTION CHANNELS FOR SECURING ITEM 14. ITEM 15. DESCRIPTION OF SUPPLY OR SERVICES 16. QUANTITY 17. UNIT 18. ESTIMATED UNIT PRICE TOTAL COST						
19. ACCOUNTING CLASSIFICATION AND AMOUNT 20. TYPED NAME AND TITLE OF CERTIFYING OFFICER 21. SIGNATURE 22. DATE 23. DISCOUNT TERMS 24. PURCHASE ORDER NUMBER						
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE 26. DELIVERY REQUIREMENTS ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES ☐ NO ☐ IF YES, NUMBER OF DAYS REQUIRED						
27. TYPED NAME AND GRADE OF INITIATING OFFICER		28. SIGNATURE		29. DATE		30. TELEPHONE NUMBER
31. TYPED NAME AND GRADE OF SUPPLY OFFICER		32. SIGNATURE		33. DATE		34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE
						35. SIGNATURE
						36. DATE

DA FORM 3953, MAR 91

EDITION OF AUG 78 IS OBSOLETE

USAPR 12-01



Common Mistakes

- **Deferred Payment**
 - **Forward ACSA Orders to RM immediately after both parties sign them**
 - **Do not hold ACSA Orders for the purpose of awaiting payment from country.**
 - **Ensure all appropriate signatures are annotated on ACSA Orders prior to processing**
- **CCVs**
 - **Monies being posted incorrect FY**
 - **Not reconciling with RM to ensure correct lines of account are utilized**
 - **No EVEs or RIKs can be posted on CCV**
 - **Posting Multiple FY transactions on same CCV**
 - **Mixing different classes of support/services (makes EVE/RIK almost impossible)**
 - **Ensure all appropriate signatures are annotated**
- **Direct Payments - US owes Country**
 - **RM and MNSC ensures PO/Contract are in place prior to support/services being provided to US. This will avoid a potential unauthorized commitment (UC)**
 - **No buys/payments can be posted on CCV**
 - **Forward ACSA Orders to RM immediately, after both parties sign**
 - **Ensure all appropriate signatures are annotated on ACSA Order(s) prior to processing**



Lessons Learned

Control Transactions:

- Unauthorized Commitments
- Delayed Support/Payment
- Incorrectly Signed/Coordinated/
Processed Forms



AGATRS Tracking System

ACSA Global Automated Tracking and Reporting System (AGATRS)

- **How to Access Website:**
 - <https://www.jccs.gov/olvr/>
- **How to Request a User Account**
 - **Click to Logon**
 - **Click New User Register Here**
- **How to Obtain Training, contact the following:**
 - **AFRICOM OPSLOG, DSN 421-3747**
 - **AFRICOM Resources, DSN 421-4850**
- **Purpose of AGATRS**
 - **Track ACSA Orders/STANAGs from Cradle to Grave**
- **Does not interface with Supply or Financial Systems**



LESSONS LEARNED

**Train leaders in advance to
avoid:**

- **Unauthorized Commitments (UC)**
- **Delayed support / payment**
- **Missed opportunities**
- **Incorrectly signed /
Coordinated / Processed forms**
- **Individuals more aware of
ACSA but lack firm
understanding of Do's/Don'ts**



Successes

- **Continuous Training**
 - **Effective results**
 - **Program growing - G-2/G-3 support**

- **Collections from Countries**
 - **Majority timely and up-to-date**

- **DFAS**
 - **Research assistance**



ACSA TRAINING & STAFF ASSISTANCE VISITS

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- **Training provided bi-annually to:**
 - **Logisticians**
 - **Resource Managers & Financial personnel**
 - **Legal representatives**
 - **Commanders / ACTOs**

- **Staff assistance visits conducted at:**
 - **Major Subordinate Commands:**
 - SETAF, US Army Africa
 - MARFORAF, US Marines Forces
 - AFAFRICA, Air Forces Africa
 - NAVAFRICA, US Navy Forces Africa
 - SOCAFRICA, Special Operations Command Africa
 - CJTC HOA

- **Other Activity:**
 - DFAS

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QUESTIONS?.... WHERE TO GO



OPSLOG - For ACSA policy, agreements, admin authority

Mr. Derrick Weaver

Tel: 421-3747; Fax 421-4630

E-mail: Derrick.Weaver@africom.mil

Wiesbaden Contracting Center -

Mr. Marius Fara

Tel: 336-2148; Fax 336-2175

For **US procurements under ACSA**

E-mail: marius.fara1@eur.army.mil

Resources Integration Operations Br. - Payment info:

For AGATRS and Financial Processes

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Comptroller - For Accounts Receivables and

Ms. Nikesha Jackson, HQ Activities

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Legal - For legal issues

Mr. Enrique Arroyo

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Ms. Olga Abadia, Special Accounts

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Ms. Kathy Murawski, TSC Programs

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Mr. Typaldos Reyes, Budet Integration/Acctg & Funds Contro

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Email: Reyes.Typaldos@africom.mil

QUESTIONS?.... WHERE TO GO



U.S Army Africa

Logistics:

LTC Johnny Borden

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Email: Johnny.Borden@eur.army.mil

MAJ Jon Ackiss

Tel: 635-8541; Fax:

Email: Jonathan.Ackiss@eur.army.mil

Resources:

Mr. Stefano Deganello

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Email: Stefano.deganello@eur.army.mil

U.S Air Force Africa

Logistics:

Capt Manuel Hauck

Tel: 478-1101; Fax:

Email: Manuel.Hauck@ramstein.af.mil

MSgt Robert Carter

Tel: 478-1737

Email: Robert.Carter@ramstein.af.mil

Resources:

Name:

Tel: ###-####; Fax:

Email:

U.S Marines Africa

Logistics:

Maj Scott Wawrzyniak

Tel: 431-3148, Fax:

Email: Scott.wawrzyniak@mfe.usmc.mil

Resources:

Name:

Tel: ###-####; Fax:

Email:

U.S Navy Africa (CJTF-HOA)

Logistics:

CDR Valerie Parker

Tel: 311-824-4341####; Fax:

Email: Valerie.Parker@hoa.usafricom.mil

Resources:

Name:

Tel: ###-####; Fax:

Email:

Legal:

LtCol Airon Mothershed

Tel: 311-824-4283

Email: airon.mothershet@hoa.usafricom.mil

U.S Special Operations Africa

Logistics:

Name: Need Replacement

Tel: 430-9310; Fax:

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Resources:

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U.S Navy Africa (Camp Lemonier)

Logistics:

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Resources:

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QUESTIONS ???

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